

DEPARTMENT HEAD

AND

MID-MANAGEMENT

EMPLOYEE HANDBOOK

ADOPTED:
JANUARY 1, 1986
REVISED:
May 1, 1995
October 3, 2005
February 1, 2007
August 24, 2009
November 8, 2010

EMPLOYMENT POLICIES

Department of Human Resources and Civil Service

As a County employee, you may have contact either directly or indirectly with the Department of Human Resources and Civil Service.

This Department is responsible for insuring that all public employment is in accordance with the Civil Service Law and Regulations. This involves the administration of examinations, review of qualifications, certification of applicants and certification of payroll. It is responsible for manning requirements, position analyses, classification, grade allocation, salary administration, disability program, health insurance, policy and procedure issuances and labor relations. You are welcome to contact the Human Resources Department for information that your supervisor or department head may be unable to provide.

Equal Employment Opportunity

It is the policy of Allegany County to provide equality of opportunity in employment to all persons regardless of race, creed, sex, age, disability or national origin. All County employment practices will be in accordance with this policy of non-discrimination.

Public Relations

As County employees, we all have contact in varying degrees with the public either personally, by telephone or by correspondence. They may be asking for advice, assistance or may be registering a complaint. Be courteous, patient and helpful.

The effective servicing of the public is a top priority of county government. Your job and the manner in which you do it can help us achieve this goal. Exert the extra effort.

Supervision

As a County employee, you are now under the direction of your department head whose authority is normally received directly from the Board of Legislators. Your work performance is of genuine concern to your immediate supervisor. Your success is important to your supervisor and to the County. Teamwork between supervisor and employee is essential to accomplishing the County's mission.

Discipline

Should the situations warrant it, your department head or supervisor has the right to warn you concerning your performance or conduct. Should your continued poor work or your conduct be judged to warrant disciplinary action, then a formal charge must be initiated in accordance with the Civil Service Law.

Personal Conduct

Employees are expected to conduct their daily work in a businesslike manner. Dishonesty, fighting on County property, gambling, reporting for work with ability impaired because of the influence of alcohol, or drugs, sleeping or loafing on the job, refusing to carry out instructions of the Supervisor, will not be tolerated and will be subject to disciplinary action, including discharge. Excessive absenteeism will be investigated and disciplinary action taken if the situation warrants. When it is necessary to be late or absent, make sure your Department Head, and/or Supervisor is notified immediately. It is important that all employees be punctual in returning to work from rest periods and from lunch.

HOURS OF WORK AND LEAVE

Hours of Work

The workweek shall consist of five (5) consecutive days, Monday through Friday, except for Community Services Department, Department of Public Works, Solid Waste Department and the Sheriff's Department. The usual workday consists of seven (7) hours, 9-5, with an hour lunch period; eight (8) hours for most Sheriff, Public Works and Community Services Department employees. Employees are entitled to a fifteen (15) minute rest period during each one-half shift. The rest period shall be as near as possible to this middle of each one-half shift scheduled at the discretion of the Department Head. During the months of June, July and August, hours of work for most County offices will be 8:30a.m. to 4:00pm., with a thirty (30) minute lunch period.

Vacation Leave

Each employee shall be entitled to accrue a maximum of forty-five (45) vacation days, according to the following vacation schedule:

Date of hire to first anniversary date: one day per month;

First anniversary to sixth anniversary date: twelve days credited on each anniversary date;

Seventh anniversary date to eleventh anniversary date: seventeen days credited on each anniversary date;

Twelfth anniversary date to twentieth anniversary date: twenty-one days credited on each anniversary date;

Twentieth anniversary date to twenty-fifth anniversary date: twenty-three days credited on each anniversary date.

Twenty-fifth anniversary date forward: twenty-five days credited on each anniversary date.

Except in case of an emergency an employee shall give at least a forty-eight (48) hour advance notice of a vacation request for less than two (2) weeks in length and at least one (1) week advance notice of a vacation request for two (2) weeks or more. If the nature of the work makes it necessary to limit the number of employees on vacation at the same time, the employee with the greater seniority shall be given his/her choice of vacation period in the event of any conflict over the vacation period. Any employee who is required to, and does work during his/her scheduled vacation period, shall be paid for all regular hours at the rate of time and one-half (1 ½) times his/her regular rate and for overtime hours at a rate of two and one-half (2 ½) times his/her regular rate of pay. In addition, the employee's vacation with pay shall be rescheduled to any future period the employee may request.

Any employee who is laid off, discharged, retired, or separated from the service of the Employer for any reason shall be paid for any unused or unsold vacation leave days accumulated to the date of separation.

In the case of the death of such an employee, such payment shall be made to his/her estate.

Vacation credits must be used in hourly segments.

An employee may sell back to the County up to ten accrued vacation leave days provided written notification of such sale and the number of such credits to be sold is made by the employee to and received by their Department Head no later than the first day of November in the calendar year in which such credits are to be sold. If the foregoing is accomplished, the employee shall receive payment of such credits in a paycheck or separate check. Employees may notify their Department Head prior to the anniversary date of their hire for the purpose of vacation sell backs.

Sick Leave

Employees shall accrue one (1) day of sick leave for each month of service. Employees shall be eligible for sick leave after thirty (30) days of service with the County, and shall thereafter earn one (1) day of sick leave for any month in which the employee is compensated for twenty (20) or more hours of work. All time for which an employee is credited with sick leave shall be considered as time worked.

Any employee may be required by the County to produce a doctor's certificate after three (3) consecutive days of sickness or disability.

Sick leave may be taken in one (1) hour segments. Employees shall be allowed five (5) days per year from their sick leave for family illness. Employees may accumulate a maximum of one hundred sixty-five (165) days sick leave. Any employee contracting or incurring any non-service connected sickness or disability, is quarantined by the health authorities, or must make medical visits during working hours as a result of any illness or injury, shall receive sick leave with pay.

Each employee who retires from County employment under the New York State and Local Employees' Retirement System shall be paid for all unused and unsold sick leave day credits, up to one hundred sixty-five (165), an amount arrived at by taking one-half the number of such credits and multiplying such result times the per diem rate of pay the employee was receiving on the last payroll before retirement as calculated by the Human Resources Department.

An employee may annually sell back to the County up to ten accrued sick leave day credits provided written notification of such sale and the number of such credits to be sold is made by the employee to and received by their Department Head no later than the first day of November in the calendar year in which such credits are to be sold. Payment for credits shall be in a paycheck or separate check.

Personal Leave

Employees with less than ten (10) years of service shall be entitled to three (3) personal leave days, on the anniversary date of employment. Employees with (10) years of service to the twenty-first anniversary date shall be entitled to four (4) personal leave days. From the twenty-first anniversary date of employment and on each anniversary date thereafter an employee shall receive five (5) personal leave days. Personal leave days may be used whenever needed. Arrangements for such leave shall be made by the employee at least forty-eight (48) hours in advance, except in case of emergency. Such leave shall be granted without loss of pay, and shall not be deducted from vacation accruals or any other leave benefits. Personal leave days may be taken in hourly, half (1/2) day or daily segments. At the end of each year, any unused personal leave shall be added to the employee's accumulated sick leave. Upon the resignation of an employee in good standing, any accumulated personal days shall be paid the employee.

Bereavement Leave

In the event of the death of an employee's spouse, parents, children, sister, brother, step-parents and step-children, or anyone else in the employee's immediate household, the employee shall be granted five (5) work days leave of absence with full pay to make household adjustments and attend funeral services. In the event of the death of an employee's grandparents, grandchildren, father-in-law, mother-in-law, brother-in-law or sister-in-law, the employee shall be granted three (3) work

days leave of absence with full pay to make household adjustments and attend funeral services.

If the death occurs prior to the employee's shift, that day will be counted. If the death occurs after the employee reports for work, that day shall not be counted as one of the five, or three days. Weekends are not to be considered as part of the five or three days. The employee shall be granted normal bereavement leave upon the occasion of the death of a member of the immediate family and this leave shall not deduct from vacation time if the death shall occur during a period of time when the employee is on vacation.

Holidays

Employees shall be granted eleven (11) paid legal holidays. They are: New Year's Day, Martin Luther King, Jr. Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Day After Thanksgiving Day, Christmas Day. Holidays falling on a Sunday shall be observed on the following Monday. Holidays occurring on a Saturday, shall be observed on the preceding Friday.

Jury Duty

Employees shall be granted time off with pay if they are required to report for jury duty, or jury service.

Civil Service Examinations

Employees shall be granted time off with pay to take open competitive and promotional examinations, given by the Civil Service System of Allegany County. The County will waive the Civil Service testing fee for all employees taking promotional exams.

Voting Time

Employees shall be granted time off with pay on any election day, other than General Election Day, with no loss of time or pay, provided they are unable, because of their employment, to get to polls during scheduled voting hours.

Military Leave

Any employee who is a member of a Reserve Force of the United States, or of the State and who is ordered by the appropriate authorities to attend a training program, or perform other duties under the supervision of the United States or this State, shall be granted time off during the period of such activity, with no loss of time or pay, up to a maximum of thirty (30) days per year.

Leave Without Pay – Education

An employee, after completing one (1) year of service, upon request may be granted a leave of absence for educational purposes. The period of the leave of absence shall not exceed one (1) year, but may be extended or renewed at the request of the employee, with the approval of the appointing authority. A one-year leave of absence with any requested extension for educational purposes shall not be provided more than once in every three years.

Other Leaves: Leaves of absence without pay and not to exceed six (6) months, may be granted for any reasonable purpose, and such leaves may be extended or renewed for any reasonable period at the discretion of the appointing authority.

BENEFITS

Health Insurance

Employees are eligible for health insurance provided by the employer. Effective January 1, 2010 Resolution 143-09 established the health insurance fees for all Allegany County employees not currently covered by a collective bargaining agreement. Please see Resolution 143-09, the "Allegany County Department Heads, Non-Unit & Legislators Decision Outline Updated 7/24/2009", and Resolution 216-10 in Appendix A for details regarding contributions, eligibility, etc... **PLEASE NOTE: Resolution 216-10 mandates that all retirees currently enrolled in the Health Insurance Plan offered by Allegany County be placed in Option 1 of that plan as of January 1, 2011. Resolution 216-10 changes what was adopted in Resolution 143-09 regarding retirees as described in the "Allegany County Department Heads, Non-Unit, and Legislators Decision Outline Updated 7/24/09"— see Plan Eligibility "C" and "D" and Contribution Strategy "C" and "D".**

Coverage is effective on the thirty-first (31) day of employment with the County. The County reserves the right to change health insurance companies or to self-insure for hospitalization and medical coverage. The County shall discuss such anticipated change. The County shall also have the option of providing two (2) single insurance policies instead of a family plan, for married employees who have no dependent children.

If an employee could be covered by another health insurance plan, other than the County's, then that employee shall not be considered eligible for coverage under the County's plan unless such plan is proved to be not at par with the County's plan. If at some later date it is proven that the employee can no longer be covered by the other health insurance plan then that employee shall be considered eligible for coverage under the County's plan.

An employee or their spouse shall not be eligible for double health insurance coverage under the County's plan or a health plan under another employer.

Coverage terminates upon the absence of the employee from the active payroll according to the following schedule: Absence occurs on the 1st to the 15 of the month – coverage will terminate at the end of the current month. Absence occurs on the 16th to the end of the month – coverage will terminate at the end of the following month.

In case of disability, health insurance coverage will be provided for up to twenty-six (26) weeks. In case of an injury covered by Workers' Compensation, coverage will be provided up to a maximum of one (1) year. Employees may elect to retain their coverage while on an unpaid leave of absence of over one (1) month by paying the total premium costs. The cost for the month when the employee returns to the active payroll shall be prorated between the employee and the employer.

The Board of Legislators has approved the College Student Rider 19/23 for Non-Unit employees and Department Heads with family health insurance coverage effective July 1, 2002.

Double Coverage – The County agrees to pay employees a payment for dropping individual coverage and for dropping dependent coverage whichever the employee is provided. \$900 per year for dependent coverage, \$450 per year for individual coverage. In the year the employee is on probation, the amount shall be prorated. Such option must be exercised during the month of November, effective the following January 1. This payment can be made only when the employee signs a statement that the employee has or will procure health insurance through the spouse's employment, other employment of the employee, or a private insurance plan. Such payment shall be made on or about April 1 of each year. If the employee wishes to rejoin the plan, within the year, the effective date shall not exceed 30 days from the employee's notification, the employee must repay the pro rata portion of the payment. Payment under this Section shall be made within thirty (30) days of the effective day of re-joining the County's plan. If a husband and wife are both employed by the County, then they shall be eligible for only one (1) plan coverage policy, and only eligible to cash in that one (1) policy pursuant to this Section. In the event the County would place an employee on two (2) single health insurance plans and the employee was eligible for double coverage above, the amount received would be for dependent coverage.

Retirement

The County shall provide each employee in service prior to July 1, 1973 and meeting the permanent status qualifications established by the New York State and Local Employees' Retirement System, with the New York State 1/60, twenty-five (25) year career plan know as the 75-1 plan.

Disability Insurance

The County shall provide a fully paid disability program, with the current terms, for a period of twenty-six (26) weeks at fifty percent (50%) of gross earnings.

The County shall have the right to require a physical examination of any employee when the employee is on a leave of absence due to disability. The County shall have the right to designate the doctor and the cost of the examination shall be paid for by the County. The County shall provide the employee with at least a forty-eight (48) hour notice prior to any scheduled physical examination.

Workers' Compensation

Each employee is covered by the Worker's Compensation Law that provides compensation under certain conditions for injuries or diseases that are sustained as a direct result of performing your job. If you are injured on the job, you must inform your immediate supervisor at once.

PAY**Pay Days**

Employees will be paid by check every two (2) weeks. In the event of a change in your income tax exemption a new Withholding Exemption Statement (W-4) should be filed with the Human Resources Department.

Rates of Pay *

Rate of pay for graded positions are shown in the Non-Unit Salary Schedule and plan.

Overtime *

Employees shall receive time and one half (1 ½) of their regular hourly rate of pay for all work performed in excess of the regularly scheduled hours in any work day; all work performed in excess of the normal schedule in any work week; all work performed before or after any scheduled work shift; and all work performed on Saturday. Double time shall be paid for all work performed on Sunday.

Compensatory Time *

Employees shall receive compensatory time at time and one half (1 ½) for all overtime hours worked, or at the option of the department head, may be paid. If an employee is not granted compensatory time off within sixty (60) days of the day worked, the employee shall have the option of being paid or time off.

Employees may accumulate and maintain a maximum balance of 70 hours of compensatory overtime. All additional overtime worked will be paid at the appropriate rate.

Claims for compensatory overtime must be recorded during the pay period in which it is earned.

Increments *

Each employee shall be eligible for an annual increment up to the maximum of the grade in which his/her position is allocated, provided that the increment is recommended by the Department Head. Before such recommendation is made, the service of the employee should be reviewed by his/her Department Head with attention given to the efficiency with which the employee has performed his/her duties as well as his/her attendance record and all other factors having an effect on his/her work record. No employee shall be eligible for more than one increment increase in any fiscal year. Employees who enter the County service between January 1 and June 30 of a particular year and have served continuously in their positions will be eligible to receive an annual increment on the following January 1st. Employees who enter the service between July 1 and December 31 shall be eligible for advancement to the first year step on the following July 1st. Employees who are advanced to the first year step on July 1st then shall be eligible for a salary increment the following January 1st.

Longevity

The County shall provide employee salary increase as longevity payments paid bi-weekly to all employees who have completed seven (7) years of service.

Car Allowance

Employees who are obligated to use their personal automobile on County business will be reimbursed at the rate that shall comply with the IRS rate for each year.

Travel Time *

Any non-unit employee who is required to travel prior to or after the normal work hours of his/her work day to a location other than the employee's work site may claim compensatory time at time and one half (1 ½) for the actual time spent in travel minus time spent for meals.

Any non-unit employee who must travel on Saturday or Sunday for the purpose of attending a conference or school, the attendance at which is required by the employee's immediate supervisor or department head, may claim compensatory time at time and one half (1 ½) for the actual time spent in travel from the employee's

home to the location of the conference or school and return, minus time spent for meals.

*** These provisions may not apply to Department Heads.**

Appendix A

TITLE: RESOLUTION APPROVING THE DECISION OUTLINE FOR ALLEGANY COUNTY DEPARTMENT HEADS, NON-UNIT EMPLOYEES AND LEGISLATORS HEALTH INSURANCE; DEFINING YEARS OF SERVICE FOR PURPOSES OF PROPOSED EMPLOYEE HEALTH INSURANCE CONTRIBUTIONS; AUTHORIZING PAYMENT OF FEE TO NOVA HEALTH CARE TO COMPLETE SUMMARY PLAN DESCRIPTION

Offered by: Personnel Committee

WHEREAS, Allegany County has carefully considered a proposal from its health insurance consultants, Manning & Napier Benefits, LLC, concerning a modification of its existing health insurance plan as it relates to certain county employees and county officials; and

WHEREAS, Allegany County is anxious to finalize its health insurance plan relative to that group of employees so as to have the new plan take effect as of January 1, 2010, now, therefore, be it

Resolved:

1. Subject to modifications hereafter noted and finalization of the new health insurance plan, the "Allegany County Department Heads, Non-Unit & Legislators Decision Outline Updated 7/24/09" is hereby approved.
2. That the "Contribution Strategy" set forth in the Decision Outline is clarified to provide that for any Department Head or Non-Unit employee who decides to remain in their current plan, contributions will be determined by their years of service calculated as of January 1, 2010. Any service beyond that date will not result in a subsequent reduction in the percentage contribution required. Each five year block of service will be calculated based upon years of service for each five year block of service plus an additional day.
3. That any required contributions are not fixed dollar amounts but are percentages of the premium equivalent which shall increase as premiums increase.
4. That the sum of \$5,000 is approved for payment to NOVA Health Care to cover the cost of completing the summary plan description for final approval.
5. That the Chairman of this Board is authorized to execute any documents necessary to facilitate completion of the new health insurance plan.

I, Brenda Rigby Riehle, Clerk of the Board of Legislators of the County of Allegany, State of New York, do hereby certify that the foregoing constitutes a correct copy of the original on file in my office and the whole thereof of a resolution passed by said

Board on the 24th day of August, 20 09.

Dated at Belmont, New York this _____ day of _____, 20____

Clerk, Board of Legislators, Allegany County

Moved by Hall Seconded by Pullen

VOTE: Ayes 10 Noes 3 Absent 2 Voice _____

*Voting No: Burdick, Kruger, Reynolds
Absent: Fanton, Truax*

Allegany County Department Heads, Non-Unit, & Legislators Decision Outline 7/24/09

1. Plan Design

- A. Current Plan**
 - With new Rx Co-pays \$3/\$20/\$40

- B. Option 1 Medical**
 - Confirm plan approved as is
 - Confirm Rx Co-pays \$3/\$20/\$40

- C. High Deductible Health Plan with HRA**
 - Confirm offering of plan

2. Plan Eligibility

- A. Current Employees**
 - Current Plan with new Rx Co-Pays \$3/\$20/\$40
 - Proposed Option 1 with Rx Co-Pays \$3/\$20/\$40
 - Proposed High Deductible Health Plan

- B. New Hires**
 - Current Plan not available
 - Proposed Option 1 with Rx Co-Pays \$3/\$20/\$40
 - Proposed High Deductible Health Plan

- C. Pre-65 Retiree**
 - Current Pre-65 retiree – Current Plan with Rx Co-Pays \$3/\$20/\$40 or Option 1**
 - New Pre-65 retiree – Proposed Option 1 with Rx Co-Pays \$3/\$20/\$40
 - Pre-65 retiree hired after 1/1/10—County not obligated to provide Health Insurance

- D. Post-65 Retiree**
 - Current Post-65 retiree – Current Plan with Rx Co-Pays \$3/\$20/\$40 or Option 1**
 - New Post-65 retiree – must take Medicare Advantage Plan or Similar Plan
 - Post-65 retiree hired after 1/1/10 – County not obligated to provide Health Insurance

** Per Resolution 216-10, the Current Plan will no longer be available. All retirees who are currently enrolled in a Health Insurance Plan offered by Allegany County shall be placed in Option 1 as of January 1, 2011.

3. Contribution Strategy

A. Current Employees

- Current Plan with new Rx Co-Pays \$3/\$20/\$40

Contribution Based on Years of Service		Contribution per Month	
20+	No Contribution	S) \$0	F) \$0
15-20	5% of Premium Equivalent	S) \$22.21	F) \$59.11
10-15	10% of Premium Equivalent	S) \$44.43	F) \$118.23
5-10	15% of Premium Equivalent	S) \$66.64	F) \$177.35
0-5	20% of Premium Equivalent	S) \$88.86	F) \$236.46

- Proposed Option 1 with Rx Co-pays \$3/\$20/\$40 - \$0 Contribution
- Proposed High Deductible Health Plan - \$0 Contribution

B. New Hires

- Proposed Option 1 with Rx Co-pays \$3/\$20/\$40 -- 10% of Premium Equivalent
- Proposed High Deductible Plan - \$0 Contribution

C. Pre-65 Retiree

- Current Pre-65 Retiree -- Current Plan with Rx Co-pay \$3/\$20/\$40 or Option 1**
 - Single - \$0 contribution
 - Family- 50% of Premium Equivalent to age 62
- New Pre-65 Retiree -- Proposed Option 1 with Rx Co-pay \$3/\$20/\$40
 - Single - \$0 contribution
 - Family- 50% of Premium Equivalent to age 62

D. Post-65 Retiree

- Current Post-65 Retiree -- Current Plan with Rx Co-pay \$3/\$20/\$40 - \$0 contribution**
- New Post-65 Retiree -- Medicare Advantage Plan or Similar Plan - \$0 contribution

4. Effective Date of Proposals

- #### **A. Confirm start date for proposals -- 1/1/2010**

5. Medical Policy Adjustments

- #### **A. Adjust Summary Plan Description to require that all eligible retirees must take Medicare Part B or payment of claims will be penalized**
- #### **B. Open Enrollment will be held annually from November 1--November 30 for January 1st effective date**

** Per Resolution 216-10, the Current Plan will no longer be available. All retirees who are currently enrolled in a Health Insurance Plan offered by Allegany County shall be placed in Option 1 as of January 1, 2011.

HR

Intro. No. 222 - 10

RESOLUTION NO. 216-10

Page 1 of 1 pages.

County Attorney TM

TITLE: PLACING ALL RETIREES CURRENTLY ENROLLED IN THE ALLEGANY COUNTY HEALTH INSURANCE PLAN INTO OPTION 1 OF THE COUNTY HEALTH INSURANCE PLAN EFFECTIVE JANUARY 1, 2011

Offered by: Personnel Committee

RESOLVED:

1. That all retirees who are currently enrolled in the Health Insurance Plan offered by Allegany County shall be placed in Option 1 of that plan as of January 1, 2011.

I, Brenda Rigby Riehle, Clerk of the Board of Legislators of the County of Allegany, State of New York, do hereby certify that the foregoing constitutes a correct copy of the original on file in my office and the whole thereof of a resolution passed by said

Board on the 8th day of November, 20 10.

Brenda Rigby Riehle Dated at Belmont, New York this 9th day of Nov., 20 10
Clerk, Board of Legislators, Allegany County

Moved by O'Grady Seconded by Fauton VOTE: Ayes 14 Noes 0 Absent 1 Voice

Absent: Russo